UNITED NATIONS

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Secretariat

ST/IC/1992/48
26 August 1992

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: STAFF DAY 1992

1. The observance of Staff Day on Friday, 11 September 1992, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members a chance, before the work of the General Assembly, not only to relax and have fun but also to reaffirm the esteem we hold for each other and the work we perform. Staff Day is not intended to be a "day off". It will be a success if staff members participate together in the events that have been planned, and it is hoped that staff members at all levels will join in the spirit of this endeavour. Supervisors are expected to cooperate fully in releasing staff members and are encouraged to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent feasible with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

2. The following is a general schedule of events. A complete Staff Day programme giving full details will be issued by the Staff Union.

3. The day's activities will begin at 9 a.m. with a parade from the Dag Hammarskjöld Plaza to the Secretariat Circle where the official opening ceremony will take place.

4. At 10 a.m., in the General Assembly Hall, the Secretary-General, Mr. Joseph Vernon Reed, Under-Secretary-General, Special Representative of the Secretary-General for Public Affairs, and the President of the Staff Committee will address the staff.

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5. Some of the other activities tentatively planned for the day are as follows:

(a) Staff Day talent show;

(b) Presentation of a movie;

(c) An international fashion show;

(d) A jazz presentation.

6. The Staff Day Ball will begin at 7 p.m. in the General Assembly Public Lobby. At the same time, in a portion of the first basement below the General Assembly area, there will be separate areas for disco dancing and various other forms of entertainment.

7. Admission to all events will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times.

8. Staff members will be admitted to the Staff Day Ball upon presentation of invitation ticket and their grounds pass. Guests of staff members will be admitted only if they are in possession of a guest ticket. Staff members holding tickets for their guests are advised to make prior arrangements to meet them at either the 43rd Street or the 45th Street pedestrian gates. Security arrangements make it necessary that these requirements be observed strictly; staff members are therefore asked to plan ahead in order to avoid disappointment.

9. Admission tickets to the Staff Day Ball are $2.00 for staff members, and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 11 September in the Secretariat Staff Lounge. To accommodate those who work at night, tickets will also be available at the same location from 8.30 a.m. to 3.30 p.m. and from 6 to 8.30 p.m. from 8 to 10 September. Guest tickets will be priced at $15.00 and can be purchased at the same times and locations. Please note that tickets for staff members or their guests will not be available at any time after 2 p.m. on Staff Day and will not be sold at the entrance to the Ball.

10. Liquor, wine, beer, juices and soft drinks will be available at bars in the dancing areas from 7 p.m. to 12.30 a.m. Prices will be as follows: hard liquor, wine and beer: $3.00; juices and soft drinks: $2.00. Bars will supply beverages only upon presentation of drink tickets bought from cashiers who will be located at the entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashiers only until midnight on Staff Day; after that time no refunds will be made under any circumstances. The Coffee Shop located on the 1st basement concourse of the General Assembly Building will be open for the duration of the Ball. Hot beverages and sandwiches will be on sale.

11. Staff members, including those without parking authorizations, will be permitted to park in the United Nations Garage after 5.30 p.m. on a first-come, first-served basis at the regular daily rate of $2.50 upon presentation of a grounds pass at the northern entrance at 48th Street and the East River Drive. Guests may also park in the garage if they are accompanied by a staff member in possession of his or her grounds pass.